

Grants and Awards Officer

Do you want to join a fast-paced, international, student-led, social impact charity? Are you looking for meaningful voluntary experience and a community of like-minded, ambitious people?

We are looking for an organised, detail-oriented person to identify, match and apply to funding opportunities on behalf of the organisation. As a Grant Officer, you will play a critical role in identifying grant opportunities, managing grant proposals, and securing funding to support the organization's programs and initiatives. You will be working closely with **Aakansha**, our **Global Director of Operations**.

Responsibilities include:

- Researching and identifying potential grant opportunities that align with Project Access's mission and strategic goals
- Researching and identifying relevant awards and prizes that recognise educational innovation, equity, or social impact
- Developing and submitting compelling applications, including writing narratives, preparing budgets, and compiling supporting materials
- Ensuring compliance with grant requirements, including financial and programmatic reporting to funders
- Tracking application timelines and managing submission deadlines for both grants and awards

The ideal applicant is...

- Skilled at researching and identifying grant opportunities that align with our mission
- A strong writer with the ability to craft persuasive narratives and clear, well-structured proposals
- Detail-oriented and highly organised, able to manage timelines and meet deadlines reliably
- Comfortable working independently while also collaborating effectively within a fast-paced team

You will get...

- The opportunity to build real-world skills in writing, research, and nonprofit strategy
- First-hand experience with the grant application process and donor communications
- Ownership of your work and the chance to lead on key projects from day one
- A platform to make a tangible impact by helping scale access to top education globally
- Insight into how a fast-growing social impact organisation operates behind the scenes
- Access to a global community of driven, talented, and supportive students

The position is an unpaid, volunteer role that will require **3-5 hours** of work per week, with flexibility during busy times of year (e.g. during exams).

If you have any questions, please do not hesitate to get in touch with Aakansha, our Global Director of Operations (aakansha.das@projectaccess.org).